

LOUISIANA CHAPTER NIGP

CONSTITUTION

ARTICLE I - NAME

The name of this Chapter shall be Louisiana Chapter of NIGP.

ARTICLE II - OBJECTIVE

Mission Statement

The Louisiana Chapter of the National Institute of Governmental Purchasing is an organization whose purpose is to establish and maintain professional functions and status for the field of public sector procurement and materials management.

Philosophy

The Louisiana Chapter of the National Institute of Governmental Purchasing (LA NIGP) will be a progressive, professional, service-oriented organization providing guidance, support, encouragement and resources in a competent and efficient manner to National Institute of Governmental Purchasing (NIGP) and its members. In fulfilling these roles, LA NIGP will strive to raise and maintain the standards and ethics of all government purchasing and materials management entities; promote fair and open competition; promote and foster professional competence; set academic and professional standards and engender an attitude on the part of all its members to accomplish our mission with loyalty to the organization and with fairness to all. This will be consistently accomplished by complying with the NIGP Code of Ethics.

ARTICLE III - MEMBERSHIP

1. **Eligibility:** Membership in the association shall be open to full-time employees or retirees of Federal, State, Parish, municipal and township activities, public school systems, colleges, universities and political subdivisions of the State, provided he or she spends the majority of his or her time in a procurement or materials management function or are in a position having a direct influence on the public procurement process.

2. **Types of Membership: Individual, Agency, Retired, Honorary**

Individual Membership - Eligible individual who is employed by a government agency (federal, state/provincial, parish, city, public school, institution of higher learning, commission, board, governmental hospital, public authority or institution) and who spends the majority of their time involved in purchasing or material management functions or are in positions having a direct influence on the public procurement process. Each membership shall be assessed on a per member basis in accordance with rates established by the Board of Directors and shall carry the following benefits for members: voting rights, certification and

awards programs, reduced seminar/conference fees, and access to a quarterly NIGP bulletin.
(Changed 08/2004, approved by membership 7/2004)

Individual memberships are paid for by the individual member and remains with the individual and are non-transferable between employees.

Agency Membership – An agency membership requires an individual to meet the same requirements as the Individual Membership.

Agency memberships are paid for by a government agency in accordance with rates established by the Board of Directors. Agency memberships shall carry the following benefits for members: voting rights, certification and awards programs, reduced seminar/conference fees, and access to a quarterly NIGP bulletin.

Each agency membership should have one designated person as point of contact.

An agency may transfer memberships between its employees.

Retired Membership - Retired membership may be conferred upon members of this Chapter upon their retirement from the pursuit of their livelihood through active employment. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of dues.

Active Retired Membership – A person who is a member (either agency or individual) at the time of retirement and who opts to pay membership dues. Dues are assessed in accordance with rates established by the Board of Directors and shall carry the following benefits for the member: voting rights, reduced seminar/conference fees, certification and awards programs, holding office and access to a quarterly NIGP bulletin.

Membership is paid for by the individual member and is non-transferable to another member.

Honorary Membership - Honorary membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the procurement profession or this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of dues.

3. **Voting:** Only members whose annual dues have been paid will be eligible to vote.
4. **Admission:** An applicant becomes a member upon acceptance of the application and payment of membership fee to the Membership Secretary. Each member shall receive a Certificate of Membership signed by the Chapter President and Membership Secretary.

5. **Discipline:** The Chapter Board of Directors, with just cause and upon a two-thirds (2/3) vote of the entire Board, may reprimand, suspend or revoke any membership and/or delegate representation from participation in the affairs of the Chapter. Such action may be taken only after examination and due proof of the truth of a written complaint by any member of failure of another member to adhere to the professional standards of NIGP, provided that at least thirty (30) days previous notice in writing of the proposed action shall have been given the accused and to each Board member, and the right of hearing of the accused before the Board be granted.

ARTICLE IV - PUBLIC AND PRIVATE RELATIONSHIPS

1. The Chapter will cooperate on a professional membership or representation basis with all legislative and other public bodies, departments, private groups, academic institutions, and organizations in working toward its fundamental objectives of promoting professional development and improving the education, organization, administration, and operation of governmental buying.
2. The Chapter may permit commercial exhibits at official meetings that it either conducts or sponsors under regulations established by the Board of Directors and under the guidelines of the National Institute of Governmental Purchasing.
3. No Officer or member of the Board of Directors of the Chapter shall serve as an employee, member of a Board, Advisory Board or Committee, or any other policy level position, with or without remuneration, of a for-profit organization which sells products or services to governmental entities, or a for-profit organization whose primary clients sell products or services to governmental entities.

ARTICLE V - OFFICERS AND ADMINISTRATION

Officers - The Officers of the Chapter shall be the officers of the Board and shall include a President, Vice-President, Recording Secretary, Membership Secretary, and Treasurer. The governing body of this association will be a twelve (12) member executive board consisting of the **elected** Officers, the Immediate Past President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, and at least two At-Large Members, and shall be known as the Board of Directors. The members of the Board shall attend all Board of Directors meetings. The Board shall have full control of the affairs of the Chapter. The Board shall establish a Policy and Procedure Manual that shall govern the general administration and conduct of the affairs of the Chapter. The Policy and Procedure Manual may be revised by majority vote of the board. (Added 3/8/01 approved by membership 7/27/01)

Duties of Officers and Directors of the Chapter

President - The president shall exercise general supervision over the affairs of the Chapter, preside

over all meetings of the Chapter, and perform all duties incident to the office of President consistent with the policies established by the Board of Directors. The President or Vice President is authorized to sign contracts or other instruments that bind the Chapter in accordance with established policies and procedures. The President shall attend the NIGP Annual Forum and Product Exposition as representative of the Chapter in accordance with the Policy and Procedure Manual. (Added 3/8/01, approved by membership 7/27/01)

Vice-President - The Vice-President shall perform such duties as are assigned to him by the President, and act in his/her absence.

Recording Secretary - The Recording Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and perform the usual duties of Secretary.

Membership Secretary - The Membership Secretary shall maintain a written record of memberships, receive all monies relative to the membership, and transmit same to the Treasurer.

Treasurer - The Treasurer shall be responsible for the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of his/her office at each **(Chapter)** meeting.

Board - The Board shall have full control of the affairs of the Chapter. It shall establish policies, provide for general administration and prepare and enforce rules for conduct of the affairs of the Chapter. It shall make necessary arrangements for meetings and conventions and shall have power to expend the funds of the Chapter and/or to invest the same.

Expenses – The Board of Directors shall establish policies and procedures for reimbursement of expenses incurred on its behalf by Officers, Board Members and others. Such policies and procedures shall be included in the Policy and Procedure Manual approved by the Board of Directors. (Added 3/8/01, approved by membership 7/27/01)

Job Descriptions – All Officers and Board Members shall perform their duties as detailed in the Chapter's official position description that is contained in the Policy and Procedure Manual. (Added 3/8/01, approved by membership 7/27/01)